

**SECRET**

DPD-0559-59

COPY 4 of 4

20 January 1959

MEMORANDUM TO: Personnel Officer DPD-DD/P

SUBJECT : Promotion - [REDACTED]

25X1A

1. It is requested that favorable consideration be given to the promotion of [REDACTED] from GS-5 to GS-6.

25X1A

2. [REDACTED] has been a member of the Personnel Office since 20 April 1958 and has been in her present grade since 13 February 1955.

25X1A

3. She has performed the duties of her assignment in exceptional fashion. Her personality, initiative and industry have added much to the accomplishments of this office.

4. In my opinion [REDACTED] has been performing at the GS-6 level for a considerable length of time and I feel that she well deserves promotion to that grade.

25X1A

[REDACTED]  
Administrative Assistant  
DPD-DD/P

25X1A

Distribution:

1A2 - Addressee

3 - Subj. File [REDACTED]

4 - Chrono

[REDACTED]:ntg

20 January 1959

25X1A

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